Click to Meet

Conference Creation Training

Overview

- Preparing to Organize a Conference
- New Users
- Creating a Conference
- Tips for Conference Creation
- e-mail Invite
- Loading Materials

Preparing

- Collect information for attendees
  - Names
  - e-mail address
  - Phone numbers
- Get URL to “Conference Home” page

New Users

- Ensure computer is fast enough
- Download and install client plugin (see Basic User Training)
- Become familiar with Click to Meet
- Tip: Use test conferences first

Creating a Conference

- Go to Conference Home (in system tray)
- Click “Create Conference”
- Login
- Enter conference info
- Choose conference settings
- Enter access information
- Confirmation screen

Tips

- Ensure enough time
- Hidden conferences not on the list
- Password protected conferences have a lock

e-mail Invite

- Read by attendees
- Contains
  - Conference link
  - Conference ID (manual entry)
  - Conference password
  - Agenda
  - Materials link

Loading Materials

- Load before conference
- Must be Word, PowerPoint or Excel (application sharing for others)